

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



June 8, 2011

CSS LETTER: 11-07

ALL IV-D DIRECTORS  
ALL COUNTY ADMINISTRATIVE OFFICERS  
ALL BOARDS OF SUPERVISORS

Reason for this Transmittal

- ☐ State Law or Regulation Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Change
- ☐ Clarification requested by One or More Counties
- ☒ Initiated by DCSS

SUBJECT: JUDICIAL COUNCIL FORM FL-634, NOTICE OF CHANGE OF  
RESPONSIBILITY FOR MANAGING CHILD SUPPORT CASE

The purpose of this letter is to inform the local child support agencies (LCSAs) of a new Judicial Council form FL-634, Notice of Change of Responsibility for Managing Child Support Case. This form was implemented by the Administrative Office of the Courts (AOC) effective January 1, 2011, and will be available in the Child Support Enforcement system, effective July 1, 2011.

The AOC created this form to notify the parties involved in a child support action that Case Management Responsibility (CMR) has changed from one LCSA to another. Within ten calendar days, the LCSA accepting CMR is required to complete the FL-634, serve the parties and file it with the court with jurisdiction.

Please review the "Transferring a IV-D Case" Quick Reference Guide for instructions on how to complete this form.

If you have any questions or concerns regarding this matter, please contact Cindi Pocoroba at (916) 464-5883.

Sincerely,

/os/

BILL OTTERBECK  
Deputy Director  
Child Support Services Division